



AMERICAN CONSULATE GENERAL, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2016-02TA**

OPEN TO: All Interested Candidates/All Sources

POSITION: Human Resources Assistant, FSN-0305, CLA-540004 T2
Trainee level 2 (Personal Services Agreement)

OPENING DATE: April 1, 2016

CLOSING DATE: April 15, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-06
(Final grade and step will be determined by Washington)
Ordinarily Resident (OR) - Grade: FSN-8*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
(Applications that do not provide the required documentation will not be considered)**

The U.S. Consulate General in Kolkata is seeking eligible and qualified applicants for the position of Human Resources Assistant in the Management section.

Applicants must apply on the U.S. Mission Application Employment Form DS-174 and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the test/interview will be contacted.

Applicants, who respond to Vacancy Announcement numbers KOL-2016-02 & 02TB, need not apply again for this announcement.

BASIC FUNCTION OF POSITION

The position is at trainee level 2 for a Human Resources Assistant, established to provide time and opportunity for the incumbent to acquire the knowledge and experience necessary to perform position duties at the full performance level. As a Trainee, the incumbent will learn to perform the following jobs. General guidance will be provided by the Management Officer.

Serves as post's FSN advisor to the Management Officer on the full range of American and FSN Human Resources services performed at post. Implements mission-wide policy on recruitment, appointment, benefits, incentive programs, disciplinary actions, separations and retirements ensuring that they meet all legal, regulatory, procedural and policy requirements of the specialized Human Resources program and performs other duties as assigned. Incumbent reports to the Management Officer and has supervisory responsibilities.

The position performs the following duties, though not limited to:

FSN Human Resources Management:

Recruitment, Appointment and Separation: Issues vacancy announcements, accepts and screens all applications received, conducts relevant English language and subject matter specific tests, attends all interviews to ensure adherence to policy. Initiates pre-employment security and medical clearances and processes appointment for selected candidate. Oversees issuance of personnel actions, completes all check-in procedures and provides orientation.

Plans and administers the career development program that includes counseling, training requirements, performance evaluation, conduct, disciplinary actions and incentive awards. Provides information and advice to Management, supervisors and LE Staff on all issues concerning all aspects of their employment. Oversees medical, insurance and other retirement benefit programs.

Advises separating employees on the various procedures and documentation required. Liaises with OPM for retired CSR employees and with families of deceased employees to process claims.

Works closely with and provides guidance to supervisors for new LES positions and employees for existing positions, to ensure that position descriptions (PDs) & JDHS (Job Description Help Sheets) are prepared correctly in M-Class. Reviews updated PDs and JDHS for accuracy and completeness. Completes the classification action for existing and new positions in accordance with current M-Class regulations or forwards them for re/classification to Embassy, New Delhi.

American Personnel Administration

Responsible for the personnel administration for all American employees at post. Provides guidance and advice and liaisons with Washington, FSC Charleston and Embassy New Delhi on all HR issues for American Direct Hires, Family Member employees, Summer Hires and Interns.

Provides guidance on documentation and orientation to arriving and departing Officers. Acts as a liaison between post and Washington State Department offices/FSC Charleston on inquiries related to salary, benefits and allowances, travel and appointments.

Prepares the annual educational allowance report. Assists in the preparation of FAMER and other reports. Liaisons with local schools to obtain information required to complete questionnaire.

Obtains GOI Consular identity cards and consular recognition. Assists in obtaining visa extensions for USDH and EFMs and approval for outside employment, through Embassy, New Delhi and local FRRO.

Administers the OSHO, Summer Internship and EPAP programs.

Provides assistance to Post's language Officer in organizing language training programs including preparing budget estimates, identifying suitable teachers, scheduling classes and keeping records.

Advises on the recruitment and appointment of domestic staff contracts.

General Administration

As Post's Main Timekeeper, coordinates T&A reporting for all agencies, supervises post-wide timekeeping operations and responds to queries. Liaises with Financial centers to resolve all leave and payroll problems.

Oversees the preparation and submission of various periodic staffing reports.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Completion of Two years of college studies and Two years of progressively responsible experience including 0 - 6 months supervisory duties, in Human Resources Management and/or Administrative field or similar work involving the application of relatively complex regulatory material, is required
OR
Completion of Higher Secondary schooling and Four years of progressively responsible experience including 0 - 6 months supervisory duties, in Human Resources Management and/or Administrative field or similar work involving the application of relatively complex regulatory material, is required.
2. Level 4 (fluent) in English (reading/writing/speaking) Level 3 (Good Working Knowledge) in spoken Bengali and Hindi. **(When applying for the position, please indicate your level of proficiency for these languages. THIS WILL BE TESTED)**
4. A thorough knowledge of host government laws, practices and procedures and prevailing local practices involving recruitment, management and training procedures. Good working knowledge of 3 FAM and laws and regulations pertaining to American and Local staff personnel processing, payroll, benefits, allowances, check-in and check-out, etc.
5. Excellent communication skills (verbal and written) with ability to interpret and lucidly explain regulations and communicate with all levels of staff. A high degree of analytical ability is required to evaluate employment applicants for suitability. Tact and diplomacy in dealing with employees and family members. Ability to prioritize work to meet different requests and often unscheduled deadlines. Excellent computer skills for all MS Office programs and accurate data entry is required.

HIRING PREFERENCE SELECTION PROCESS

When fully qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM/USEFM who is a preference-eligible U.S. Veteran
2. AEFM/USEFM
3. FS on LWOP

IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

ADDITIONAL SELECTION CRITERIA

1. Management will consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold the required security clearance for this position.

TO APPLY

Interested applicants for this position should submit the following. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on our website. All the questions in DS-174 application form must be answered - <http://kolkata.usconsulate.gov/jobopportunities.html> **and**
2. Any other documentation (e.g., essays, education and experience certificates, awards, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Management/HR Office
38A, Jawaharlal Nehru (Chowringhee) Road
Kolkata 700 071

Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.

Or

E-mail application form and supporting documentary attachments to: HROKolkata@state.gov

Please insert "VA# 2016-02TA (Vacancy Announcement Number) and CLA-540004 T2 (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

Human Resources Office
Telephone: 3984-2400
Fax: 2282-2335

All applications for the subject announcement must be received by
COB April 15, 2016.

EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Kolkata provides equal employment opportunity (EEO) and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX (DEFINITIONS)

1. **Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:
 - U.S. Citizen or not a U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; **or**
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support; **or**
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e: a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
 - Is under Chief of Mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:
 - U.S. Citizen; **and**,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).